UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

Our evaluation which we are not sending

SEP 29 2000

TRANSMITTAL MEMORANDUM

SUBJECT: Review of Grenada Manufacturing QAPP

FROM: Don Webster, Facility Manager 5/22/00
South Programs Section

THRU: Doug McCurry, Chief 8/29/00
South Programs Section
RCRA Programs Branch

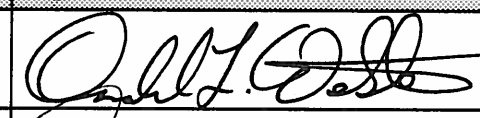
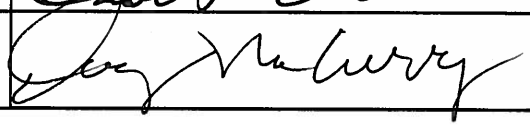
TO: Bill Cosgrove, Acting Chief
Office of Quality Assurance and Data Integration
Science & Ecosystem Support Division

The South Programs Section is requesting your review of the Quality Assurance Project Plan Submitted by Grenada Manufacturing for Corrective Action work under the Facility's RCRA Facility Investigation and Interim Measures Implementation. The CERCLA Account # for this review is 50105D. We will need your comments by Monday, September 25, 2000. If you have any questions please call Don Webster at 404-562-8469

Docket Number 450421

DESIGNATED APPROVING OFFICIAL (DAO)
QAPP CHECKLIST (QA/G-5 AC.2)
USEPA - REGION 4
OFFICE of QUALITY ASSURANCE & DATA INTEGRATION (OQADI)

Facility Name: _Grenada Manufacturing __Location:___Grenada,MS_____
QAPP Date: Aug. 25, 2000__ Receipt Date: _Aug. 29, 2000__ Review Date: Sept 6, 2000_
_____

Title	Signature	Date
Designated Approving Official Donald L. Webster, Env. Scientist		9/11/00
First Line Supervisor Doug McCurry, Chier, SPS		9/21/00

P = Present & Acceptable; NP = Not Present; I = Incomplete; NA = Not Applicable
@ - element added to checklist by OQADI (with reference to appropriate DQO step)

ELEMENT	DQO STEP (QA/R-5 A.3)	COMMENTS (P, NP, I or NA)
A1. Title and Approval Sheet		
Title		P
Organization's name		P
Dated signature of project manager		I
Dated signature of quality assurance officer		I
Other signatures, as needed		I
A2. Table of Contents		P
A3. Distribution List		P
A4. Project/Task Organization	1	
Identifies key individuals, with their responsibilities (data users, decision-makers, project QA manager, subcontractors, etc.)		P
Organization chart shows lines of authority and reporting responsibilities		P
A5. Problem Definition/Background	1 & 2	
Clearly states problem or decision to be resolved		P
Provides historical and background information		P
A6. Project/Task Description	1, 2, 3, & 6	
Lists measurements to be made		P
Cites applicable technical, regulatory, or program-specific quality standards, criteria, or objectives		P

ELEMENT	DQO STEP (QA/R-5 A.3)	COMMENTS (P, NP, I or NA)
Notes required project and QA records/reports		P
A7. Quality Objectives and Criteria for Measurement Data	4, 5, & 6	
States project objectives and limits, both qualitatively and quantitatively		P
States and characterizes measurement quality objectives as to applicable action levels or criteria		P
States appropriate temporal and spatial boundaries@		P
States "scale of decision making"@		NA
A8. Special Training Requirements/Certification Listed		
States how provided, documented, and assured		P
A9. Documentation and Records	3 & 7	
Lists information and records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered)		P
States requested lab turnaround time		I
Gives retention time and location for records and reports		P
B1. Sampling Process Design (Experimental Design) States the following:	5 & 7	
Type and number of samples required		P
Sampling design and rationale		P
Sampling locations and frequency		P
Sample matrices		
Classification of each measurement parameter as either critical or needed for information only		NA
Appropriate validation study information, for nonstandard situations		NA
B2. Sampling Methods Requirements	3 & 7	
Identifies sample collection procedures and methods		NP
Lists equipment needs		P
Identifies support facilities		P
Identifies individuals responsible for corrective action		P
Describes process for preparation and decontamination of sampling equipment		NP
Describes selection and preparation of sample containers and sample volumes		I
Describes preservation methods and maximum holding times		P
B3. Sample Handling and Custody Requirements		P
Notes sample handling requirements		P
Notes chain-of-custody procedures, if required		P

ELEMENT		DQO STEP (QA/R-5 A.3)	COMMENTS (P, NP, I or NA)
B4.	Analytical Methods Requirements	3 & 7	
	Identifies analytical methods to be followed (with all options) and required equipment		P
	Provides validation information for nonstandard methods		
	Identifies individuals responsible for corrective action		P
	Specifies needed laboratory turnaround time		I
B5.	Quality Control Requirements	3	
	Identifies QC procedures and frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria and corrective action		
	References procedures used to calculate QC statistics including precision and bias/accuracy		
B6.	Instrument/Equipment Testing, Inspection, and Maintenance Requirements	3	
	Identifies acceptance testing of sampling and measurement systems		
	Describes equipment preventive and corrective maintenance		
	Notes availability and location of spare parts		
B7.	Instrument Calibration and Frequency	3	
	Identifies equipment needing calibration and frequency for such calibration		P
	Notes required calibration standards and/or equipment		P
	Cites calibration records and manner traceable to equipment		P
B8.	Inspection/Acceptance Requirements for Supplies and Consumables		NA
	States acceptance criteria for supplies and consumables		NA
	Notes responsible individuals		NA
B9.	Data Acquisition Requirements for Nondirect Measurements	1 & 7	
	Identifies type of data needed from nonmeasurement sources (e.g., computer databases and literature files), along with acceptance criteria for their use		
	Describes any limitations of such data		
	Documents rationale for original collection of data and its relevance to this project		
B10. Data Management		3 & 7	
	Describes standard record-keeping and data storage and retrieval requirements		P
	Checklists or standard forms attached to QAPP		P

ELEMENT		DQO STEP (QA/R-5 A.3)	COMMENTS (P, NP, I or NA)
	Describes data handling equipment and procedures used to process, compile, and analyze data (e.g., required computer hardware and software)		
	Describes process for assuring that applicable Office of Information Resource Management requirements are satisfied		
C1.	Assessments and Response Actions	7	
	Lists required number, frequency and type of assessments, with approximate dates and names of responsible personnel (assessments include but are not limited to peer reviews, management systems reviews, technical systems audits, performance evaluations, and audits of data quality)		P
	Identifies individuals responsible for corrective actions		P
C2.	Reports to Management Identifies frequency and distribution of reports for:		
	Project status		
	Results of performance evaluations and audits		
	Results of periodic data quality assessments		
	Any significant QA problems		P
	Preparers and recipients of reports		
D1. Data Review, Validation, and Verification		7	
	States criteria for accepting, rejecting, or qualifying data		
	Includes project-specific calculations or algorithms		
D2. Validation and Verification Methods		3	
	Describes process for data validation and verification		
	Identifies issue resolution procedure and responsible individuals		
	Identifies method for conveying these results to data users		
D3. Reconciliation with User Requirements		7	
	Describes process for reconciling project results with DQOs and reporting limitations on use of data		P

DQO Steps

1 - State the Problem
2 - Identify the Decision
3 - Identify Inputs to the Decision
4 - Define the Study Boundaries
5 - Develop a Decision Rule
6 - Specify Limits on Decision Error
7 - Optimize the Design